**Clinical Data Science**

**Patient & Public Involvement Guiding Principles**

Health Education England (HEE) have commissioned the University of Manchester to develop a flexible programme of clinical data science courses in collaboration with the National School of Healthcare Science and clinical partners from The Christie Hospital, to support workforce development plans highlighted in the NHS Cancer programme and NHS Long Term plan. This educational programme will support the development of data science, statistics, machine learning and programming capabilities across the healthcare science workforce and beyond to clinical specialties, leading to a 60-credit postgraduate qualification in Clinical Data Science.

We include representation from anyone who has accessed or cared for someone who has accessed the National Health Service (NHS), or any member of the public with an interest in our programmes who has ideas or a contribution to make. In this document, these diverse groups will be called Lay Representatives.

Stakeholders

Two main groups of stakeholders will be responsible for steering the curriculum design and development, these are:

1). The Curriculum Development Steering Group (CDSG) which will be responsible for directing the curriculum design and evaluation, pedagogic and learning design support and technical infrastructure support.

2). The Clinical Advisory Group (CAG) will be responsible for providing expertise regarding the development of the curriculum to ensure that it meets the needs of and aligns with the roles of the key stakeholder groups. Membership will include members from a range of senior healthcare roles to represent the full spectrum of professional groups in the NHS.

Patient Involvement in Clinical Data Science Education

Patients are at the heart of everything the NHS does and therefore the experiences of patients are an important aspect of the training that healthcare professionals receive. It is essential that our training programmes incorporate PPI so that students can look at services and treatment from a patient point of view.

Lay Representative involvement in the CDS programme will involve:

* Sharing their story and experiences with learners
* Bringing their experience to learning groups
* As a simulated or volunteer patient in a learning environment or as a form of assessment
* Being a partner in student education, assessment and curriculum development with equal input

Recruitment Process

Throughout the recruitment processes, the CDS Team will work to the following principles in order to implement a fair and clear recruitment process ensuring that there are no discriminatory issues. In particular, it will;

* Not disadvantage any group
* Meet relevant legislative requirements
* Promote equality proactively
* Integrate equality into mainstream policies and practices
* Engage with public, patients, staff and others appropriately
* Engage with diverse groups and those deemed as hard to reach
* Take into account any help that may be needed for participation

In order to follow these principles, we will:

* Maximise the diversity of applicants by ensuring all recruitment materials are written according to the principles of Plain English and to advertise PPI opportunities in a range of locations such as local community groups and centres, GP practices, NHS hospitals, university alumni, staff and students
* Operate a fair recruitment and selection process. This will entail:
* Agreeing the attributes required of lay representatives with current lay representatives and Unit leads
	+ Providing a standard application form that encourages the applicant to provide examples of how they can meet the knowledge, skills and experience outlined in the person specification
	+ Creating a clear statement of what involvement means, anticipated time commitment,
	+ location of meetings and methods of reimbursement for time and expenses
	+ An explanation of the interview process
* Provide an induction for all lay representatives that outlines clearly the aims and objectives of the CDS programmes and what is expected of lay representatives
* Provide mentoring opportunities for lay representatives to develop their confidence, skills and active involvement in the programmes
* Provide lay representatives with a record of their involvement which they can use in future roles to demonstrate the experience they have gained

Lay Representative Involvement in the CDS programme

We are committed to involving Lay Representatives and therefore it is expected that:

* Lay Representatives will attend programme committee meetings
* An overview of the importance of the PPI be given at student induction
* All modules/units will include PPI activities where appropriate
* Evaluation of the programme will include the impact of PPI activities from both a student, staff and lay representative perspective as part of the annual review process
* Involvement of Lay Representatives, where appropriate, in formative or summative assessments for each year

Resources and Funding

CDS programme will ensure that Lay Representative involvement is a priority for all involved by:

* Making PPI a standard agenda item at programme committee meetings and the HEE Stakeholder meetings
* Providing dedicated administrative support to ensure all Lay Representatives have contact details
* Safeguarding funding for the continual involvement of lay representatives by including PPI costings in all tender submissions

Payment for Lay Representatives will be guaranteed as follows:

* All Lay Representatives to be refunded for reasonable travel expenses on the day they attend an event
* All Lay Representatives to be set up as casual workers of the University of Manchester and receive an hourly rate (Salary Scale point 33) for time working on the CDS programme. Payment will be made at the end of each month following work completed during the previous 2-6 weeks